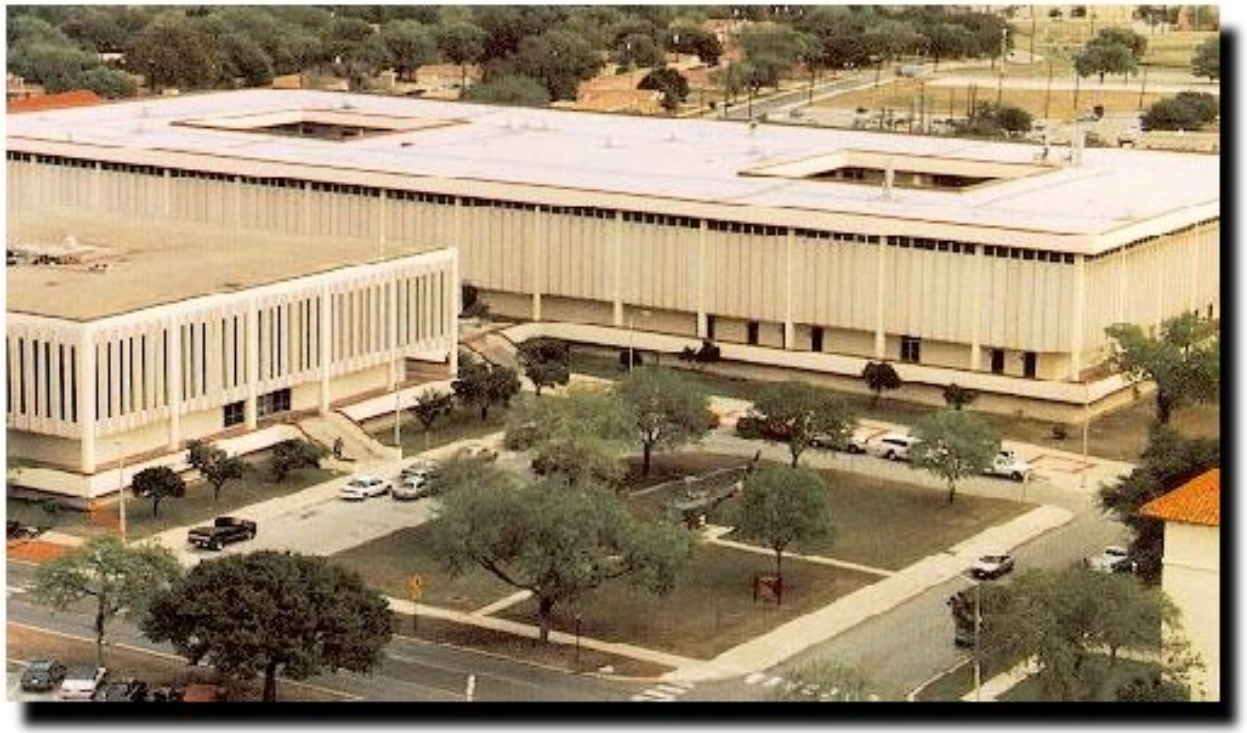
# UCAPERS
# Distribution of Hours



# UCAPERS

- UCAPERS is the acronym for what system?

- Uniform Chart of Accounts Personnel Utilization System (UCAPERS)

# Utilization / Survey Worksheet Distribution of Hours

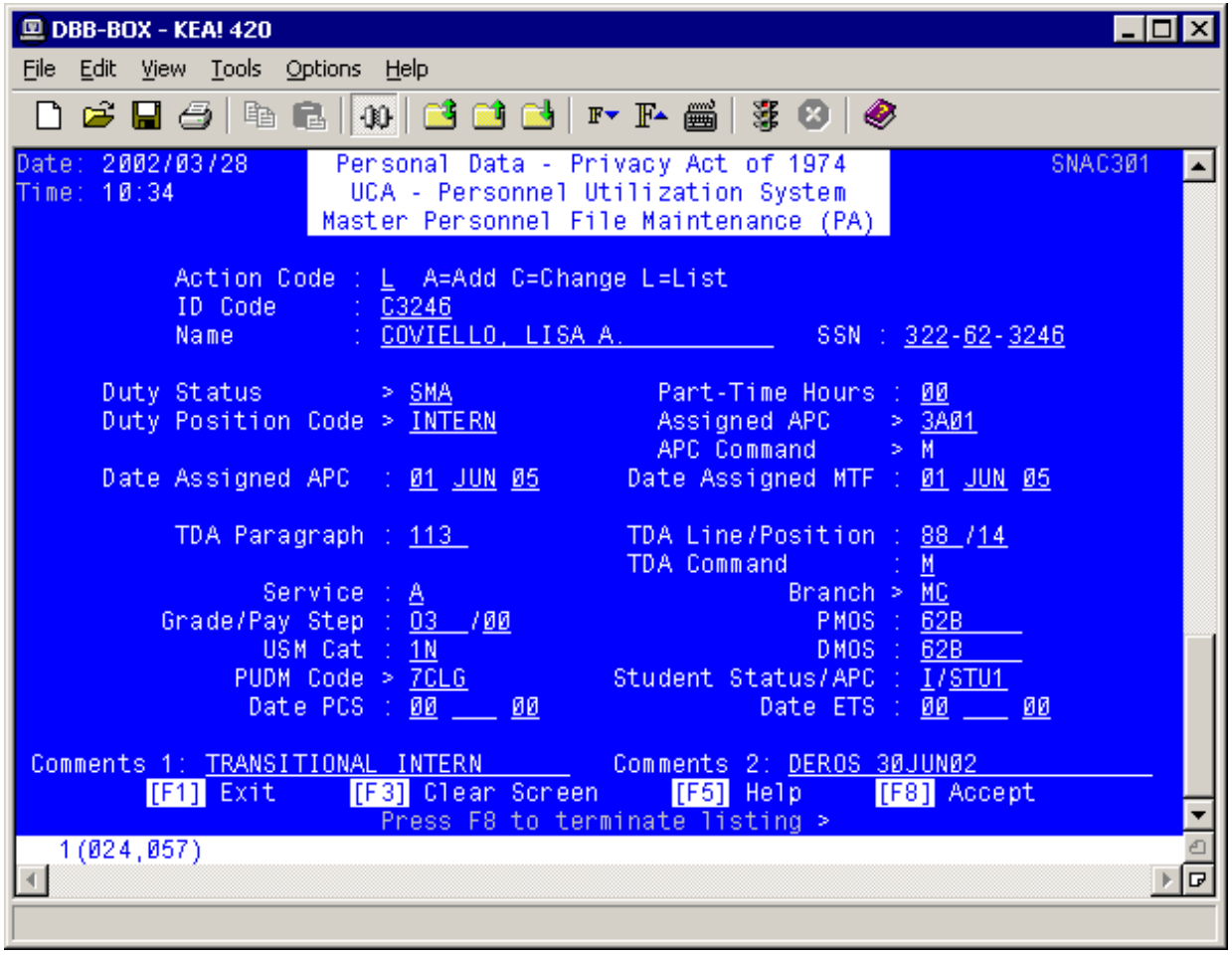
- The following explains how the hours are distributed for interns, part-time students

- The hours are distributed to different MEPRS codes that are in the survey for personnel using different business rules.

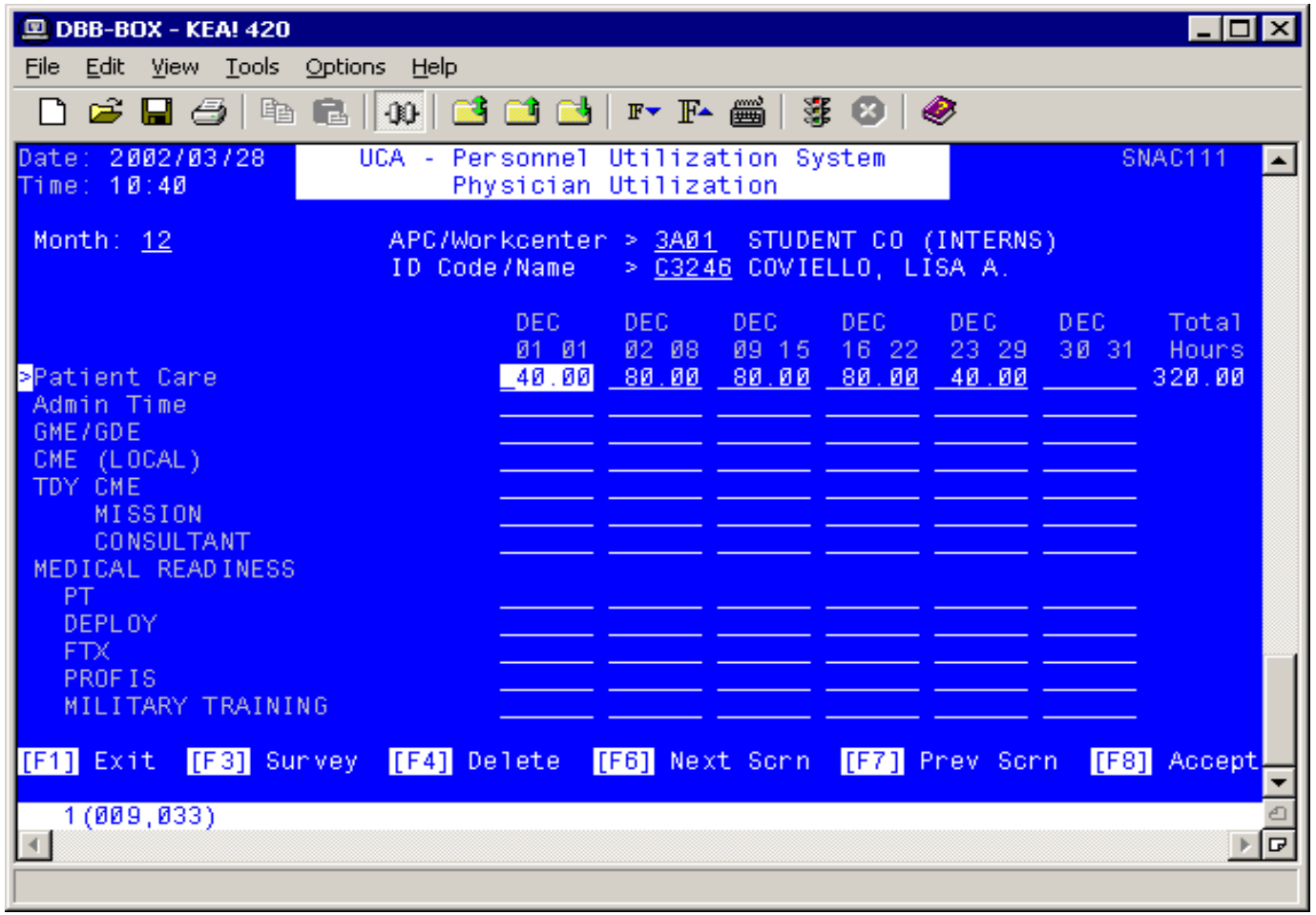
- The hours that are posted on the *"Physician Utilization Screen"* are added using defined business rules and distributed into the different MEPRS codes, the output is sent to the EAS Accumulator File, which has hours and expense.

** Hours posted into the ON CALL **(C)**, DAY OFF **(DO)** are **NON-REPORTABLE Hours** and would not be counted towards the cumulative total.

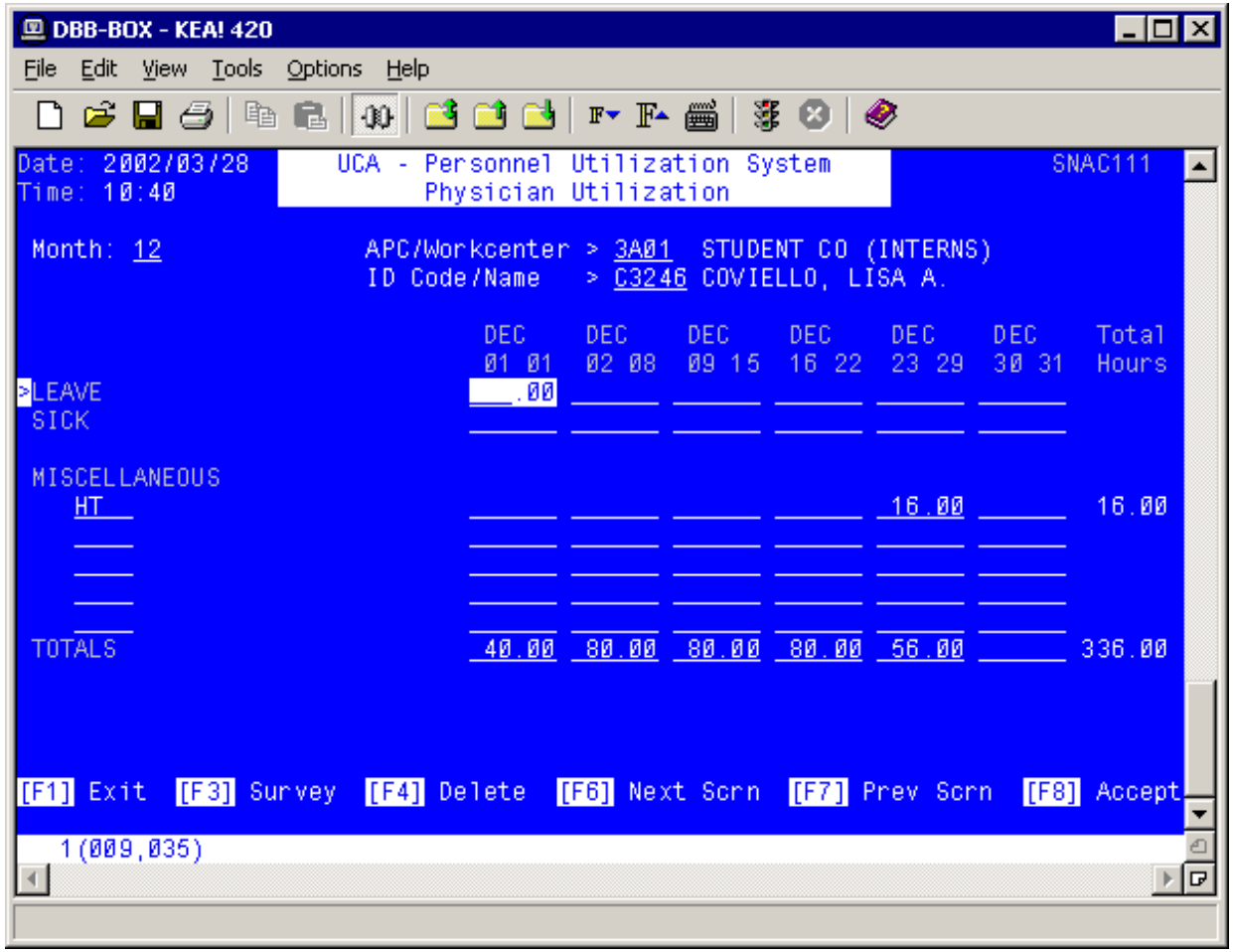
# Master Personnel File
# (INTERN)
(50/50)


DBB-BOX - KEA! 420
File Edit View Tools Options Help
Date: 2002/03/28
Time: 10:34
Personal Data - Privacy Act of 1974
UCA - Personnel Utilization System
Master Personnel File Maintenance (PA)
SNAC301
Action Code : L A=Add C=Change L=List
ID Code : C3246
Name : COVIELLO, LISA A. SSN : 322-62-3246
Duty Status > SMA
Duty Position Code > INTERN
Part-Time Hours : 00
Assigned APC > 3A01
APC Command > M
Date Assigned APC : 01 JUN 05
Date Assigned MTF : 01 JUN 05
TDA Paragraph : 113
TDA Line/Position : 88 /14
TDA Command : M
Service : A
Branch > MC
Grade/Pay Step : 03 /00
PMOS : 62B
USM Cat : 1N
DMOS : 62B
PUDM Code > 7CLG
Student Status/APC : I/STU1
Date PCS : 00 00
Date ETS : 00 00
Comments 1: TRANSITIONAL INTERN
Comments 2: DEROS 30JUN02
[F1] Exit [F3] Clear Screen [F5] Help [F8] Accept
Press F8 to terminate listing >
1(024,057)

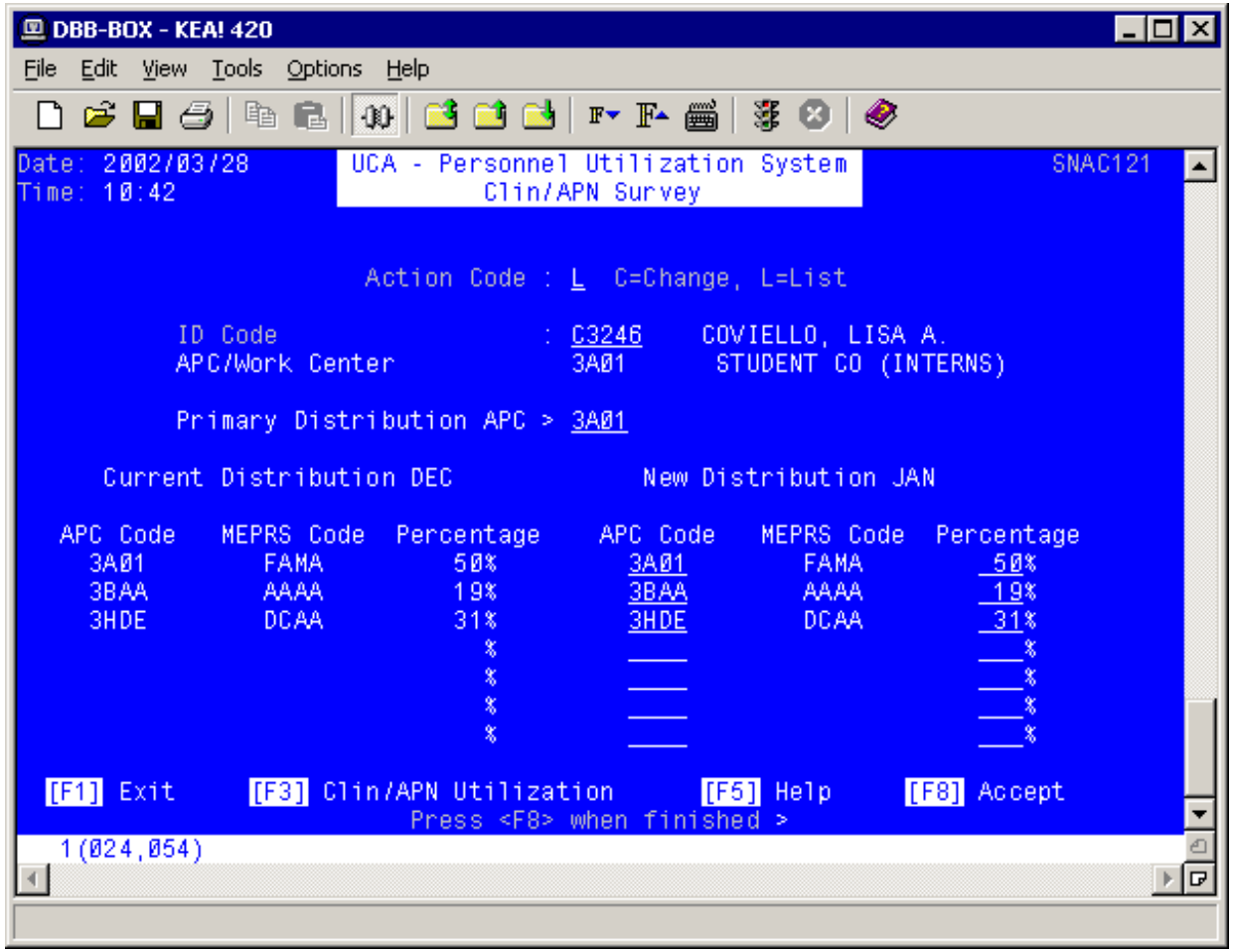
# Physician Utilization Screen



# Physician Utilization Screen (2)



# Survey Screen


DBB-BOX - KEA! 420
File Edit View Tools Options Help
Date: 2002/03/28
Time: 10:42
UCA - Personnel Utilization System
Clin/APN Survey
SNAC121
Action Code : L C=Change, L=List
ID Code : C3246 COVIELLO, LISA A.
APC/Work Center 3A01 STUDENT CO (INTERNS)
Primary Distribution APC > 3A01
Current Distribution DEC
New Distribution JAN
APC Code MEPRS Code Percentage APC Code MEPRS Code Percentage
3A01 FAMA 50% 3A01 FAMA 50%
3BAA AAAA 19% 3BAA AAAA 19%
3HDE DCAA 31% 3HDE DCAA 31%
[F1] Exit [F3] Clin/APN Utilization [F5] Help [F8] Accept
Press <F8> when finished >
1(024,054)

# Total Hours

The total hours are calculated as follows:

- Patient Care : 320.00
- HT : 16.00

HT is counted as Non-Reportable Hours, therefore the total hours would be only 320.00 from the Patient Care hours.

Total Hours used for distribution: 320.00

- **Survey**
  - On the Survey screen, there are three MEPRS codes
    - FAMA : 50 %
    - AAAA : 19%
    - DCAA : 31%
- ***Business Rule:***
  - For interns 50 % of the total reportable hours are distributed to the Student APC MEPRS code and the remaining 50% of the total reportable hours are distributed among the remaining MEPRS codes on the survey.

# Calculations

As per the business rule, the calculations are done as follows:

- 50% of Total  Reportable Hours ( 320.00) =  160.00

- Remaining Hours : 320.00 – 160.00 = 160.00 Hrs
  - Remaining Percentage: 50%

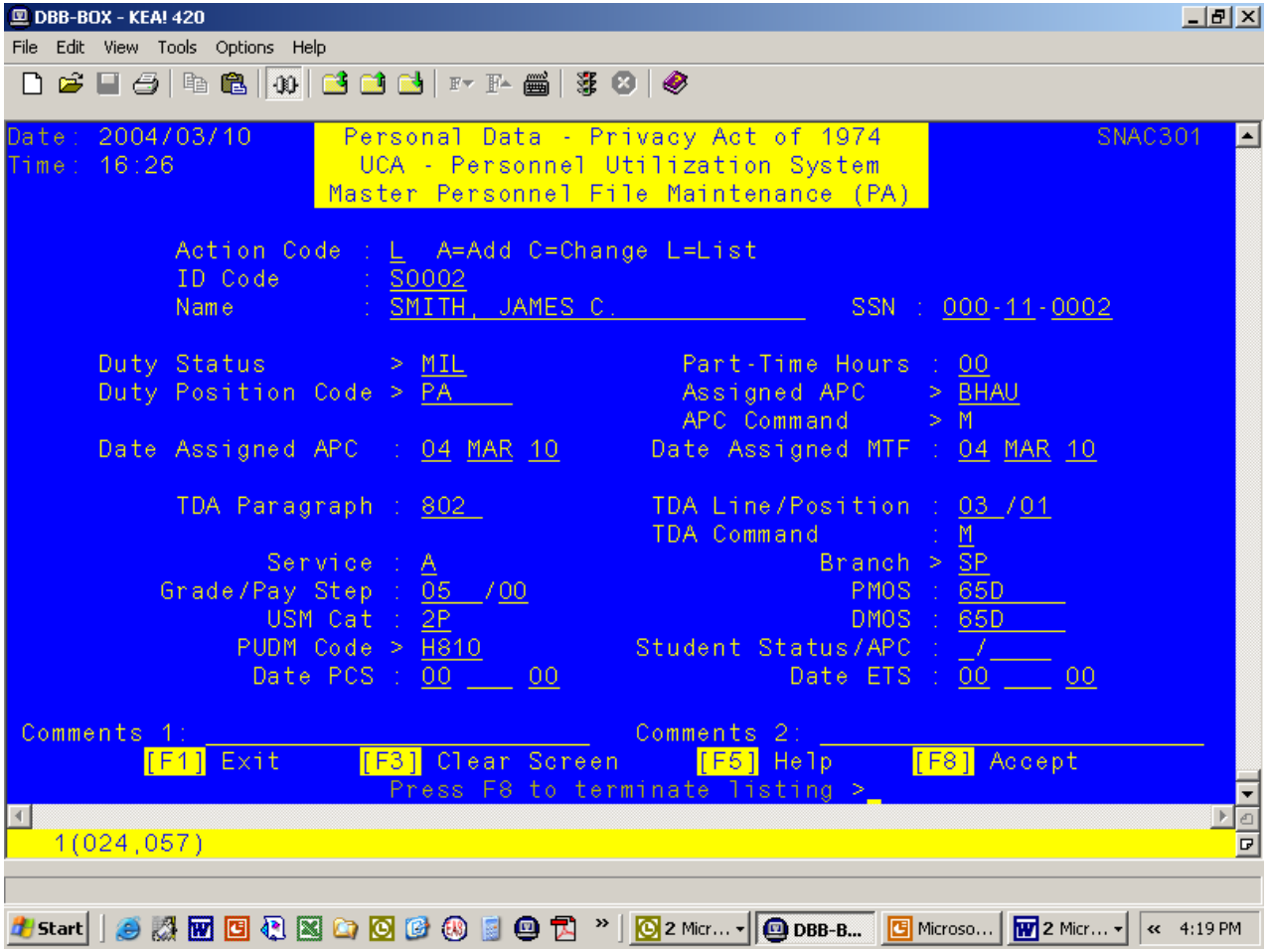
- The remaining hours ( 160.00 ) would be distributed to the other two(2) MEPRS codes AAAA and DCAA.

- AAAA would be allocated 19% of the remaining 50%:
  - 19% /  50% of 160.00
  - (.19 /. 50) * 160.00  = 60.80 Hrs

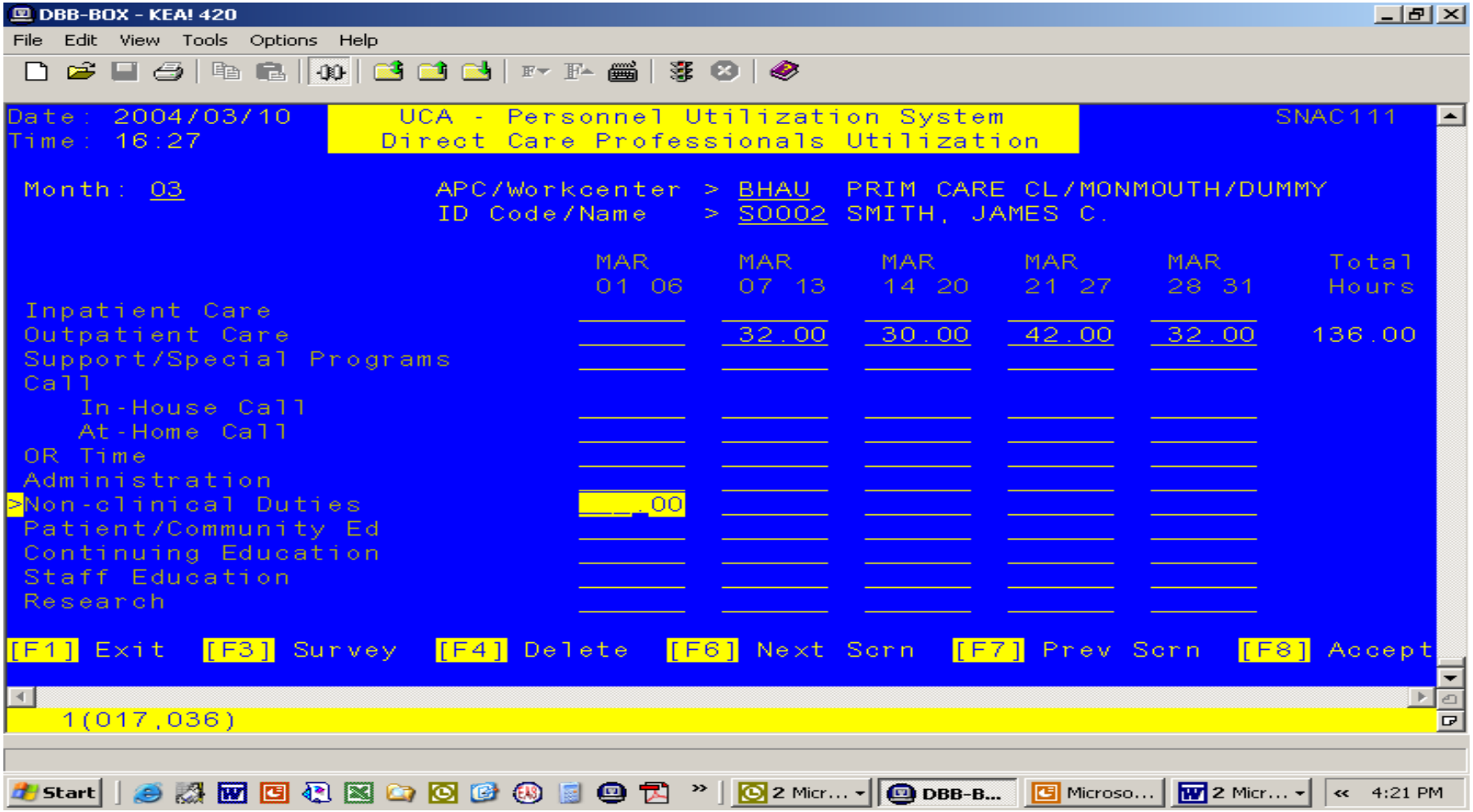
- DCAA would be allocated 31% of the remaining 50%:
  - 31% /  50% of 160.00
  - (.31 / .50) * 160.00  = 99.20 Hrs

- <u>Final Distribution:</u>
- FAMA  : 160.00
- AAAA  : 60.80
- DCAA  : 99.20

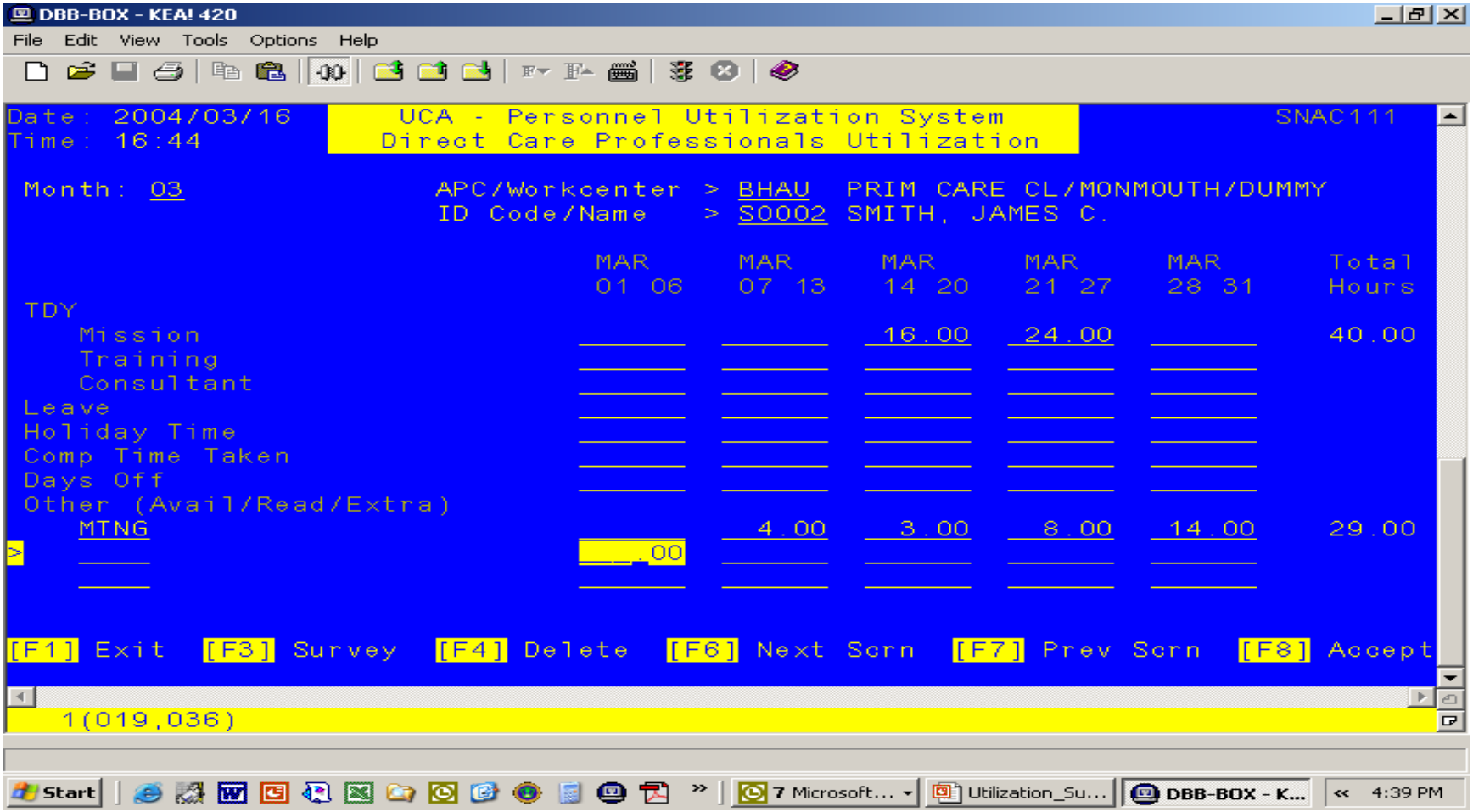
# Master Personnel File
# (DCP)
(simple)


DBB-BOX - KEA! 420
File Edit View Tools Options Help
Date: 2004/03/10
Time: 16:26
Personal Data - Privacy Act of 1974
UCA - Personnel Utilization System
Master Personnel File Maintenance (PA)
SNAC301
Action Code : L A=Add C=Change L=List
ID Code : S0002
Name : SMITH, JAMES C. SSN : 000-11-0002
Duty Status > MIL
Duty Position Code > PA
Part-Time Hours : 00
Assigned APC > BHAU
APC Command > M
Date Assigned APC : 04 MAR 10
Date Assigned MTF : 04 MAR 10
TDA Paragraph : 802
TDA Line/Position : 03 /01
TDA Command : M
Service : A
Branch > SP
Grade/Pay Step : 05 /00
PMOS : 65D
USM Cat : 2P
DMOS : 65D
PUDM Code > H810
Student Status/APC : /
Date PCS : 00 00
Date ETS : 00 00
Comments 1:
Comments 2:
[F1] Exit [F3] Clear Screen [F5] Help [F8] Accept
Press F8 to terminate listing >
1(024,057)
Start
4:19 PM

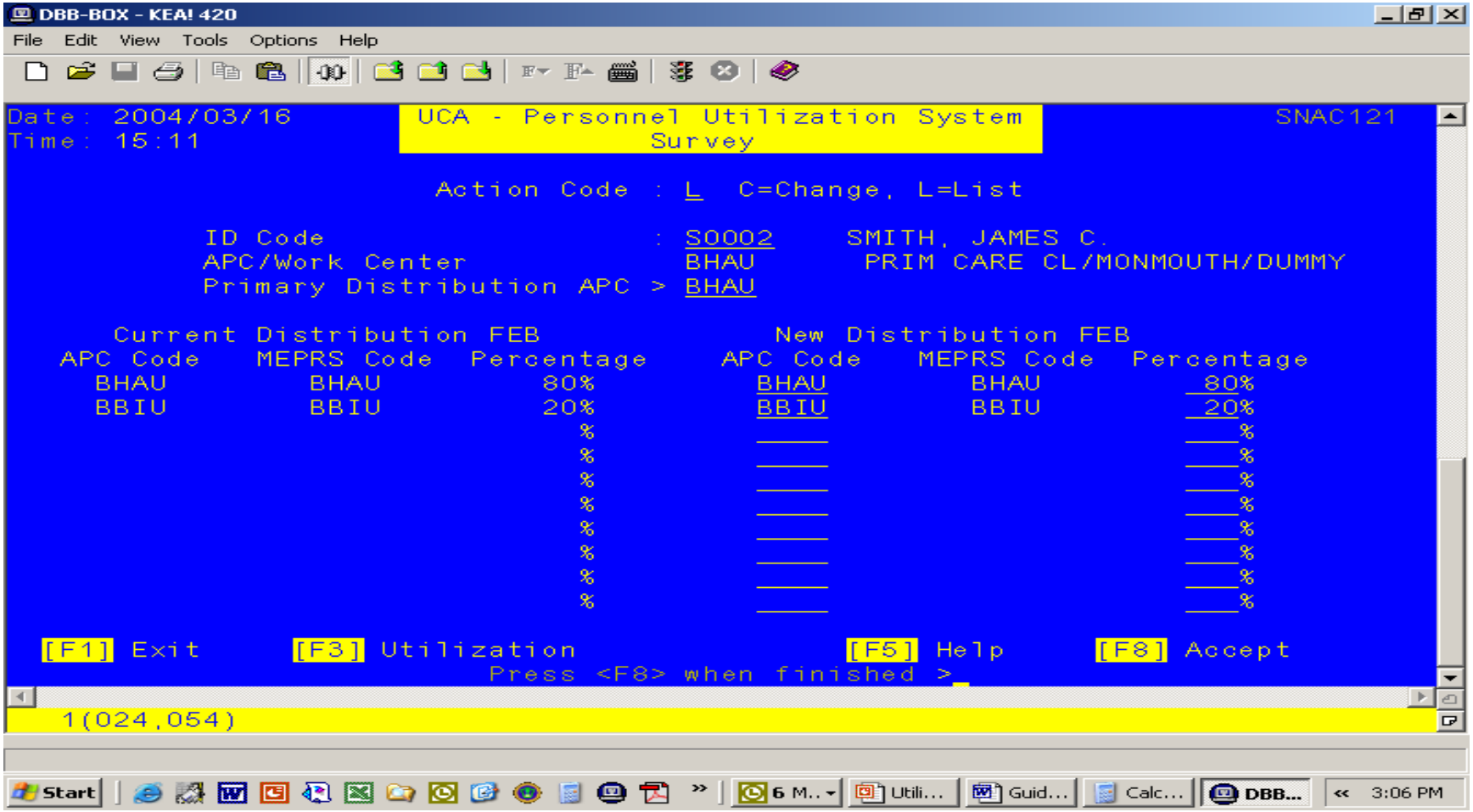
# Clinician Utilization
# (Screen 1)



# Clinician Utilization
# (Screen 2)



# Survey Screen



# Total Hours

The total hours are calculated as follows:

- **Outpatient Care : 136.00**
- **TDY Mission : 40.00**
- **MTNG : 29.00**

- TDY Mission hours will be mapped to the first FAL MEPR Code found in the APC/AMS/MEPRS table with the corresponding Command Code (D, M, V). If a matching Command Code FAL MEPR Code is not found then the first FAL MEPR Code from the APC/AMS/MEPRS table would be used for mapping the hours, adjustments will be allowed to change the APC with FAL* MEPR Code on the TDY Adjustments Screen; the adjusted APC can be a FAL* MEPR Code or a Non-FAL* MEPR Code.

- MTNG hours are mapped to GBA* MEPRS Code.

- Total Hours used for distribution: 136.00

- **Survey**
  - On the Survey screen, there are three MEPRS codes
    - BHAU : 80%
    - BBIU : 20%

- ***Business Rule:***
  Out patient care hours are distributed among the B and D MEPRS code on the survey

# Calculations

As per the business rule, the calculations are done as follows:

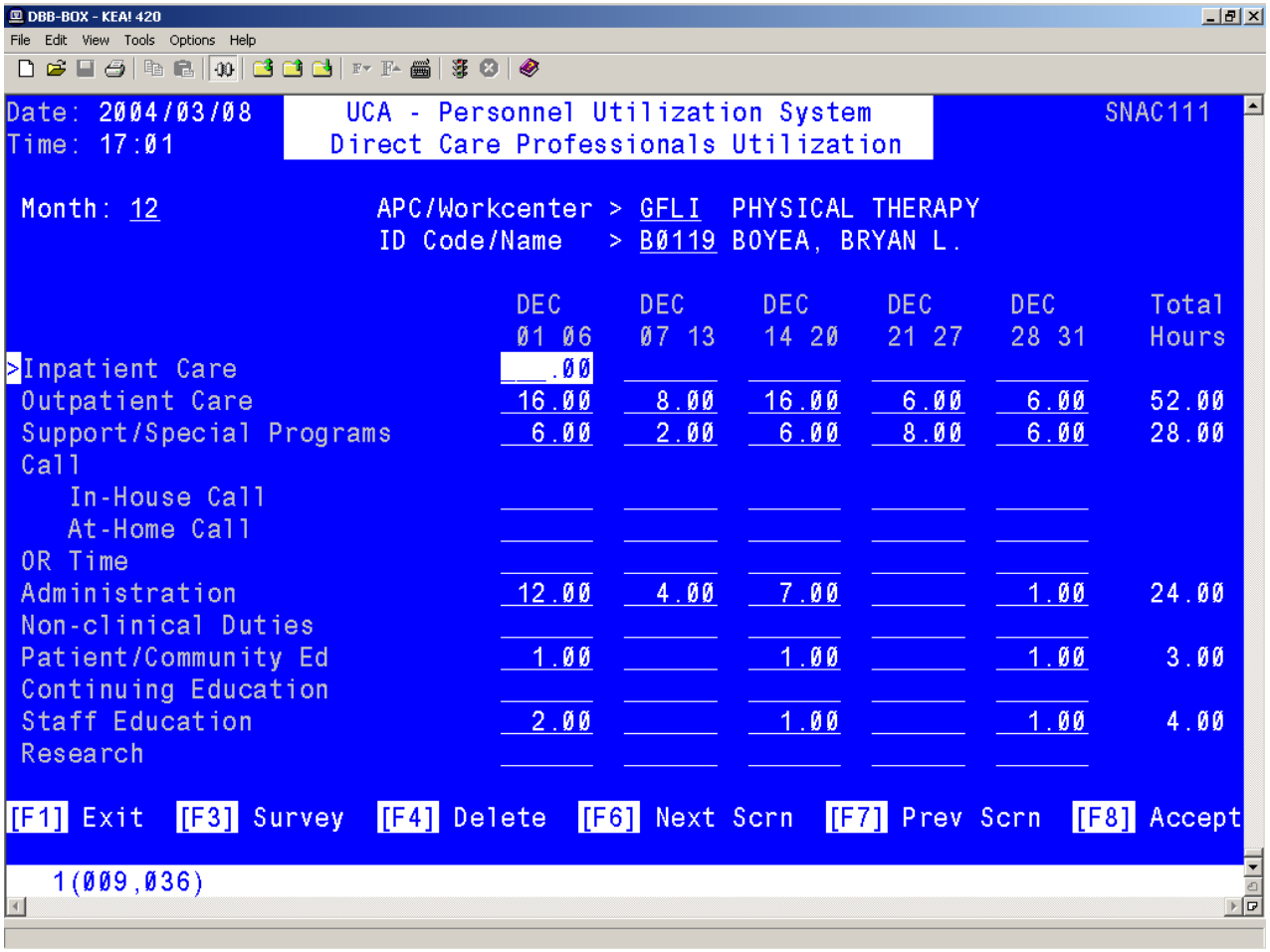
- Patient Care hours 136.00

- BHAU would be allocated 80%  of 136.00 hrs:
  - 80%  of  136.00
  - ( .80 * 136.00 )  = 108.80 Hrs

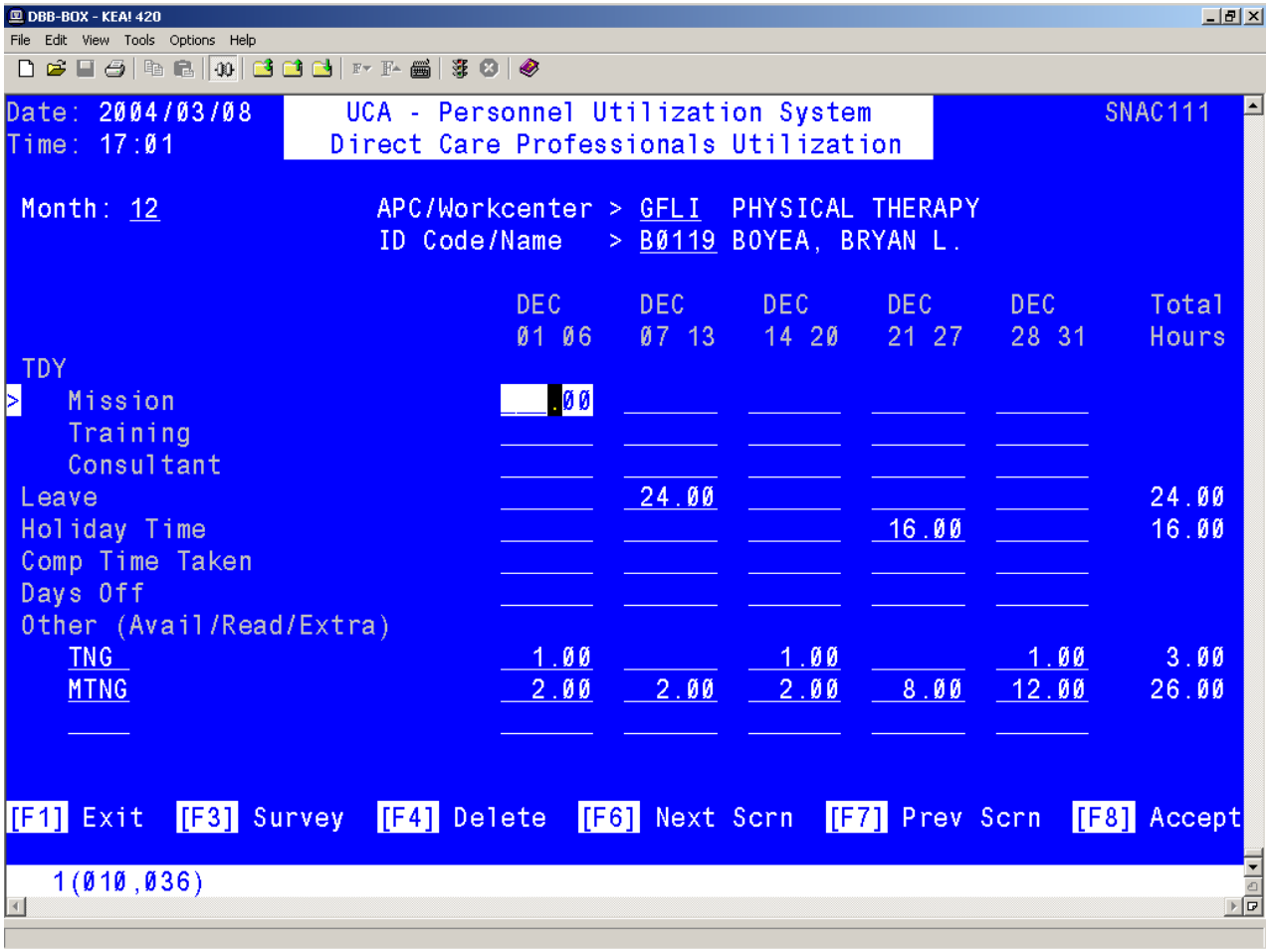
- BBIU would be allocated 20% of  136.00 hrs:
  - 20% of  100% of 136.00
  - ( .20 * 136.00 )  =  27.20 Hrs

- **Final Distribution:**
- **BHAU:  117.80**
- **BBIU :  27.20**

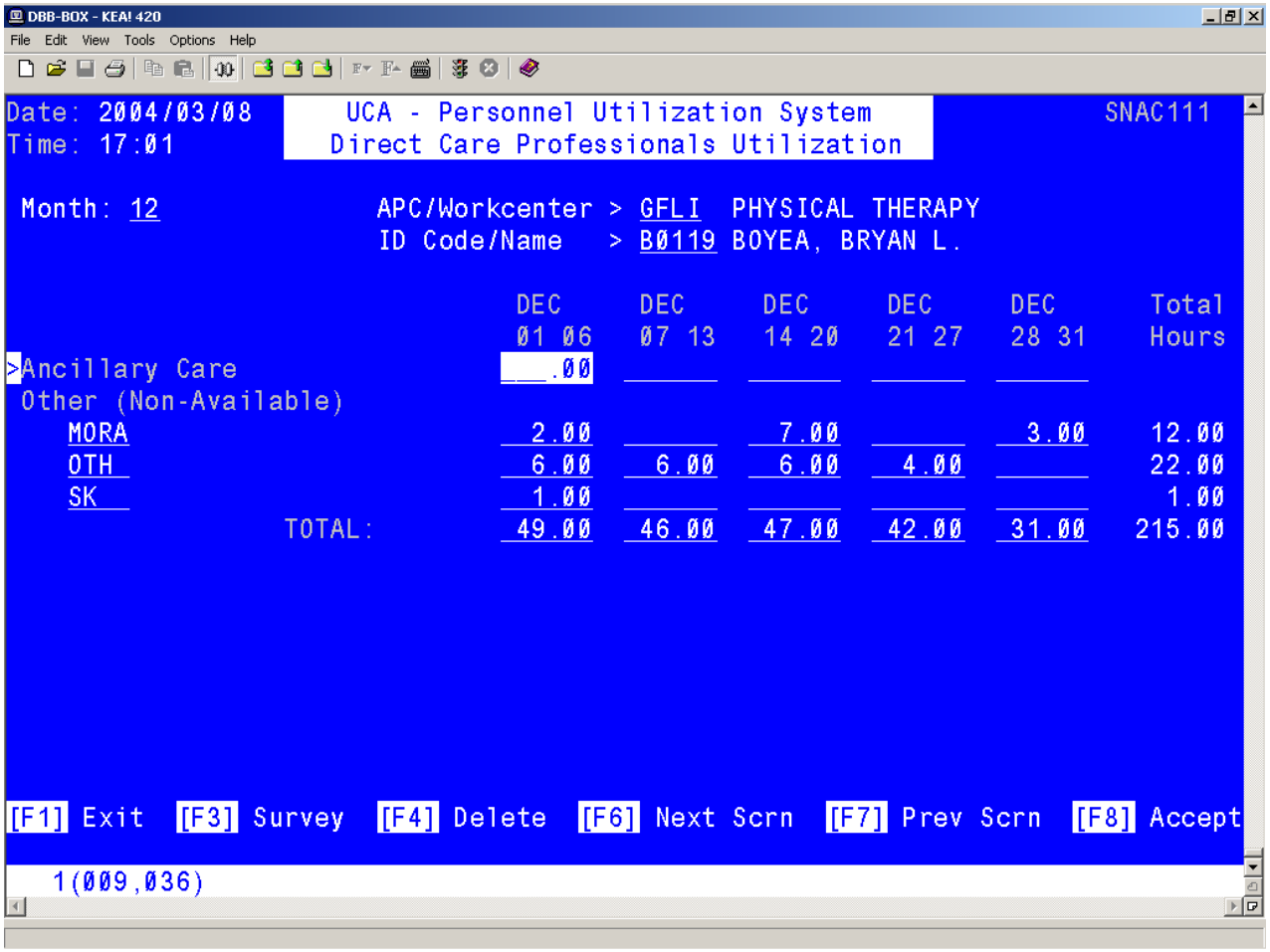
# Direct Care Professional (DCP)
(complex)



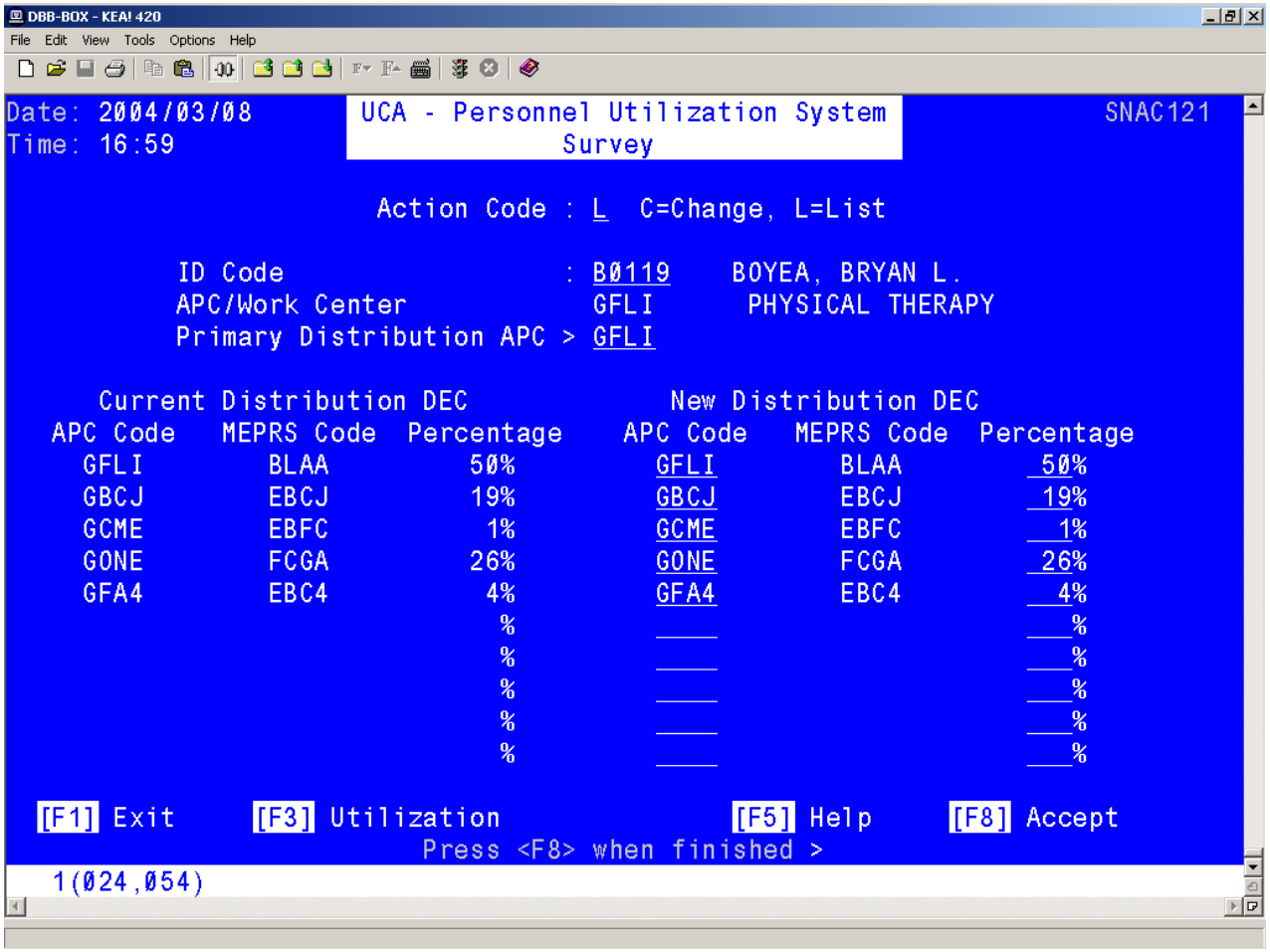
# Direct Care Professional (DCP)
(complex)



# Direct Care Professional (DCP)
(complex)


DBB-BOX - KEA! 420
File Edit View Tools Options Help
Date: 2004/03/08
Time: 17:01
UCA - Personnel Utilization System
Direct Care Professionals Utilization
SNAC111
Month: 12
APC/Workcenter > GFLI PHYSICAL THERAPY
ID Code/Name > B0119 BOYEA, BRYAN L.
DEC 01 06
DEC 07 13
DEC 14 20
DEC 21 27
DEC 28 31
Total Hours
>Ancillary Care .00
Other (Non-Available)
MORA 2.00 7.00 3.00 12.00
OTH 6.00 6.00 6.00 4.00 22.00
SK 1.00 1.00
TOTAL: 49.00 46.00 47.00 42.00 31.00 215.00
[F1] Exit [F3] Survey [F4] Delete [F6] Next Scrn [F7] Prev Scrn [F8] Accept
1(009,036)

# Direct Care Professional (DCP)
(complex)



# Direct Care Professional (DCP)
(complex)
## Total Hours

The total hours are calculated as follows:

- **Outpatient Care : 52.00**
- **Supt/Spec : 28.00**
- **ADMIN : 24.00**
- **PT/Comm Ed : 3.00**
- **Staff Ed : 4.00**
- LV : 24.00
- HT : 16.00
- **TNG : 3.00**
- MTNG : 26.00
- MORA : 12.00
- OTH : 22.00
- SK : 1.00

- **Outpatient Care hours are distributed to “B” and “D” MEPRS codes on the survey**
- **Supt/Spec hours are distributed to all “E” and “F” MEPRS codes on the survey**
- **Admin is distributed among EBA, EBB, EBC, EBD, EKA, if these are not on the survey the hours will be distributed to A, B, C, D, E and F codes on the survey**
- **Pt/Comm Ed is distributed through out the survey**
- **Staff Education – EBF* MEPRS code should be on the survey**
- **TNG is distributed among the survey**
- **MTNG hours are mapped to GBA* MEPRS Code.**
- **LV, HT, MORA, OTH, SK are Non- Available Hours**

# Calculations

- **EBCJ : Admin + Supt/Spec + Pt/Comm Ed + TNG**
- **EBC4 : Admin + Supp/Sp + Pt/Comm Ed + TNG**
- **BLAA : Physical Therapy + Pt/Comm Ed + TNG**
- **EBFC : Staff Ed + Supt/Spec + Pt/Comm Ed + TNG**
- **FCGA : Supt/Spec + Pt/Comm Ed + TNG**

# Calculations (cont)

As per the business rule, the calculations are done as follows:

- Total Hours used for distribution: 114.00

- **Survey**
  - On the Survey screen, there are three MEPRS codes
    - BLAA : 50%
    - EBCJ : 19%
    - EBFC : 1%
    - FCGA : 26%
    - EBC4 : 4%

- **Final Distribution:**
  - **EBCJ : 31.51 hrs**
    - Admin 19.83 hrs + Supt/Spec 10.64 hrs + Pt/Comm Ed 0.57hrs + TNG 0.57 hrs = 31.61 hrs
  - **EBC4 : 6.65 hrs**
    - Admin 4.17 hrs + Supp/Sp 2.24hrs + Pt/Comm Ed 0.12 hrs + TNG 0.12 hrs = 6.65
  - **BLAA : 55 hrs**
    - Physical Therapy 52 hrs + Pt/Comm Ed 1.5 hrs + TNG 1.5 hrs = 55 hrs
  - **EBFC : 4.62 hrs**
    - Staff Ed 4 hr + Supt/Spec 0.56 hrs + Pt/Comm Ed 0.03 hrs + TNG 0.03 = 4.62 hrs
  - **FCGA : 16.12 hrs**
    - Supt/Spec 14.56 + Pt/Comm Ed 0.78 hrs + TNG 0.78 hrs = 16.12 hrs

# Survey with Increased Number of fields